

**Professional Development Tool
Laundry Inspection Guide**

This is a tool to help you assess the capabilities of your laundry provider.

Laundry Facility Demographics

Date Toured _____
Laundry Name _____
City, State _____
Pounds of Healthcare Processed Annually _____

% of Healthcare vs. Non-Healthcare _____
>25% Minimum Recommended <25% 25 – 75% 75 – 100%

Soil Sort Area

Are soil sort employees trained in the BBP Regulation Yes No
Are Hepatitis B shots offered Yes No

In addition to soil sort employees, who else receives
Hep B shots (Maintenance, Drivers?) _____

Is there routine disinfection and cleaning in this area
(It should be documented) Yes No
Is there regular communication back to the hospital
related to Sharps found in the linens Yes No
How is functional separation achieved between
the clean and soil processing areas Barrier Wall Airflow
Are linens washed in high temp or low temp High Temp Low Temp
If low temps, are chemicals designed for low temp? Yes No
Is water quality tested periodically to ensure chemical
effectiveness? Yes No

Visual Cues during the Tour

Universal Precaution signs at soil area entrance Yes No
General cleanliness of area (dry and clean floors) Fair Good Excellent
Use of PPE by soil sort employees Yes No
Hand hygiene stations available Yes No

Additional Observations and Notes

Finish Area (Drying, Ironing, Folding)

What is the blow-down (lint removal) schedule Daily Weekly
 2x Month Monthly

How are linens protected during blow-down _____

Is there a documented preventive maintenance & cleaning routine for finishing equipment Yes No

Do employees have access to documented quality control standards Yes No

Are quality control issues and resolutions documented Yes No

How are inventory levels monitored? (Physical inventory, linen software, other) _____

Visual Cues during the Tour

Lint build-up on equipment, floors and ceilings	<input type="checkbox"/> Heavy	<input type="checkbox"/> Light	<input type="checkbox"/> Minimal / None
General cleanliness of area (clean and dry floors)	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Traffic patterns should ensure soil and clean carts are not coming into contact with each other	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Employee PPE cleanliness	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

Additional Observations and Notes

Staging and Storage Areas

Is cart cleaning method manual or automated Manual Automated

How are clean linens protected prior to delivery (Where are they staged, wrapped) Yes No

Are linens stored for more than 72 hours Designated Room

If yes, where are they stored Carts

Note: Staging and storage are different processes. Other

Is there a documented schedule for cleaning the Storage area Yes No

Visual Cues during the tour

General cleanliness of area (floors, carts) Fair Good Excellent
Area staged textiles wrapped or covered Yes No
Additional Observation and Notes (Staging/Storage)

Delivery Vehicles

Is there a documented cleaning schedule for vehicles Yes No
Are hand sanitizer, utility gloves or spill kits provided in delivery vehicles? Yes No
Are clean and soil linens transported at the same time? Yes No
If so, how both are contained (soil) and protected (clean)?
What type of training do drivers receive BBP Proper Linen Hand None

Visual Cues during the Tour

Vehicle cleanliness: cab Fair Good Excellent
Vehicle cleanliness: back Fair Good
 Excellent

Additional Observations and Notes

Surgical Pack Assembly Room

If no, move to next section

Does the laundry have a pack room Yes No
Is there a PPE requirement for employees Yes No
Is access restricted (Look for a sign) Yes No
Does the room have its own HVAC System Yes No
Is temperature and humidity monitored and Documented routinely Yes No
Is there specific training designed for pack room Employees Yes No

Do employees have access to documented pack room quality standards Yes No

Visual Cues during the Tour

Pack room has real doors, not curtains or strips Yes No

Hand hygiene stations are available Yes No

Pack room is lint-free Yes No

Additional Observations and Notes (Staging/Storage)

General Overall Issues

Leadership's knowledge of healthcare linen issues Fair Good Excellent

Employees appeared well trained and competent Fair Good Excellent

Overall plant cleanliness Fair Good Excellent

Laundry is accredited Yes No

If no, is laundry planning to be accredited within the next six months Yes No

Is laundry a member of any trade organizations (an indication of commitment to continuing education and improvement) Yes No

Does laundry participate in any voluntary environmental programs (energy, water) Yes No

Additional Observation and Notes:

Facility Toured by _____

Name _____

Title _____

ASC Name _____